



# Norfolk

Department of Planning & Community Development

## SIGN REVIEW CHECK LIST

### GENERAL REQUIREMENTS

- ☐ Two copies of the survey of the property showing the location and size of all signs
- ☐ Two copies of the rendering of the proposed sign, along with size dimensions
- ☐ Two copies of the elevation drawings showing where the sign will be attached to the building
- ☐ Materials used to fabricate sign
- ☐ Method of attachment; the number, size and location of fasteners

### WALL SIGNS

- ☐ Wall sign shall not be erected to extend above the top of the wall, nor extend beyond the end of the wall to which the sign is attached. (BOCA 1996 Section 3102.2)
- ☐ Wall signs, which are over 40 square feet, shall be constructed of metal or other approved non-combustible material.
- ☐ Marquee signs shall be constructed entirely of metal or other approved non-combustible material (BOCA 3102.11.1)
- ☐ Roof signs are not permitted by the zoning ordinance.

### GROUND SIGNS

- ☐ All new ground signs and/or ground signs which have been enlarged must have the foundation, sign and pole engineered for the 100 mph wind load, and the plans must bear the seal and signature of a Virginia-registered engineer.
- ☐ Show anchorage details of the sign to the pole.
  - ☐ Sign Height
  - ☐ Sign Setback
  - ☐ Sign Square Footage
  - ☐ Sight Plans (2 sets)
  - ☐ Landscape
  - ☐ Mounting